



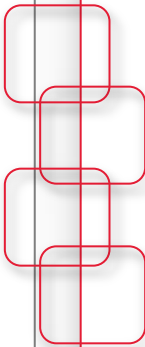
Senate Bill 2625 and Background Screening Services

Teselyn Funches, JD

Director, PSCRB

May 21, 2013

SENATE BILL 2625

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State agencies “*may not* employ a person who has been convicted or pled guilty in any court of this state, another state, or in federal court of *any felony* in which public funds were unlawfully taken, obtained or misappropriated in the abuse or misuse of the person's office or employment or money coming into the person's hands by virtue of the person's office or employment.”

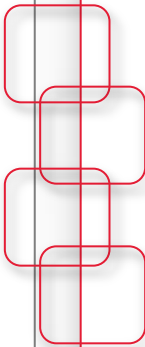
SENATE BILL 2625

- Effective July 1, 2013
- Section 4.14C of the MSPB Policy and Procedures Manual has been revised to conform to statute

Policy and Procedures Manual

4.14 EMPLOYMENT AUTHORIZATION

C. Hiring Prohibition

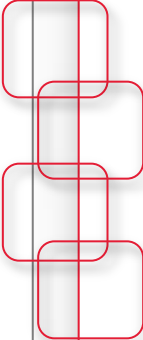
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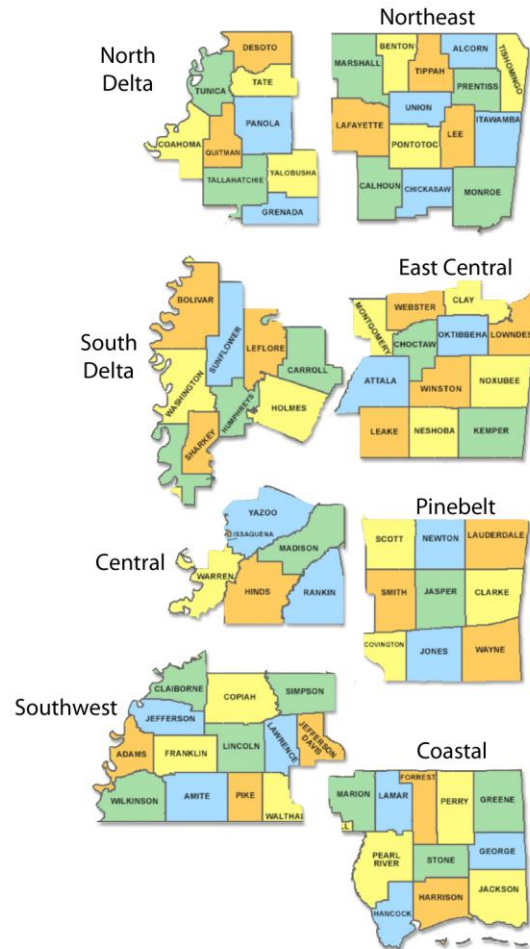
Source: Senate Bill 2625 (Regular Session 2013).

PREAPPROVED VENDOR LISTS

Preapproved Vendor Lists

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Miss. Code Ann. § 25-9-120 authorizes the PSCRB to, “establish a preapproved list of providers of various personal and professional services for set prices with which state agencies may contract without bidding or prior approval from the board.”



New! Preapproved Vendor List

Background Screening Services

(May 2013)

Categories of Background Screening Services

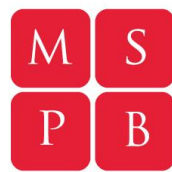
- Base Package
- Financial Package
- State Fleet User Package
- Social Security Number Validation and Trace
- Employment Verification (Current/Previous)
- Reference Checks (Professional/Personal)
- U.S. Federal Court Records
- National Criminal Records
- Statewide Criminal Records
- County Criminal Records
- Municipality Criminal Records
- Educational Degree Validation
- Professional Licensure and Credential Verification
- Credit Check
- Sexual Offender Registration Search
- Annual Motor Vehicle Record Check

Background Screening Services Packages

- **Base Package**
 - SSN validation and trace, employment verification (7 yrs. up to 3 employers), educational degree validation, and national, state, county, municipality criminal background checks.
- **Financial Package**
 - Base Package and credit check.
- **State Fleet User Package**
 - Base Package and motor vehicle report.

Additional Required Vendor Capabilities

- Results of all background checks will be sent via a secure method to the appropriate Agency representative as soon as available. Such availability is to be no later than **three business days of making a request**, unless otherwise specified by the Agency.
- Secured viewing for real-time access to information (such as, but not limited to, status of requests and historical access of previously collected information).
- Vendors must ensure privacy and confidentiality of information associated with background screening services to the extent required by all Federal and State law(s).



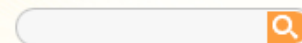
MISSISSIPPI

STATE PERSONNEL BOARD

Regions: ALL			
Vendor Name:	Scott Roberts & Associates, LLC	American Databank	Inquiries, Inc.
Base Package	\$36.75	\$39.95	\$46.00
Financial Package	\$44.00	\$46.95	\$52.00
State Fleet User Package	\$42.75	\$44.95	\$55.00
Social Security Number Validation and Trace	\$3.50	\$3.95	\$2.25
Employment Verification (Current/Previous)	\$11.00	\$7.95	\$8.25
Reference Checks (Professional/Personal)	\$11.00	\$7.95	\$7.75
U. S. Federal Court Records	\$8.10	\$7.95	\$7.75
National Criminal Records	\$6.50	\$7.95	\$5.00
Statewide Criminal Records	\$6.50	\$7.95	\$8.75
County Criminal Records	\$6.50	\$7.95	\$9.75
Municipality Criminal Records	\$6.50	\$7.95	\$10.75
Educational Degree Validation	\$5.50	\$7.95	\$8.25
Pro. Licensure & Credential Verification	\$5.50	\$7.95	\$7.75
Credit Check	\$6.90	\$9.95	\$6.50
Sexual Offender Registration Search	\$4.00	\$2.95	\$5.00
Annual Motor Vehicle Record Check	\$5.00	\$3.00	\$3.25

Using Preapproved Vendor Lists

- Go to www.mspb.ms.gov
- Go to the **PSCRB** tab
- Click on Preapproved Vendor Information
- Click on the link for the selected service
- Check the regions map to locate the list of vendors for your region



[Home](#) [About MSPB](#) [Agency Resources](#) [Professional Development](#) [Personal Service Contract Review Board](#) [Employee Appeals Board](#) [News](#)

As the central personnel agency for State government, the Mississippi State Personnel Board seeks to recruit qualified individuals from all segments of society. If you are looking for challenging and rewarding work with unlimited career growth potential, you've come to the right place.

The Mississippi State Personnel Board has under its purview more than 31,000 employees who serve the State of Mississippi each day. Our focus is recruiting and retaining those who are committed to serving the people of Mississippi.

Our Vision: To ensure a quality workforce for the State of Mississippi.

Our Mission: To lead the way in human capital and workforce management.



Job Seekers



Find all the information needed to apply for a job within the State of Mississippi here



Current Employees

Information for State employees on policies, health benefits and retirement information



State Agencies

Agencies find resources such as cost analysis, recruitment services, employee development, employee retention



News



Resources



MSPB Calendar

[PSCRB Rules &
Regulations](#)[Contract Submission
Portal](#)[Preapproved Vendor
Information](#)[Invitations for Bids](#)[Board Members](#)[Vendor Debarment](#)

Personal Service Contract Review Board



The Personal Service Contract Review Board (PSCRB) plays an integral role in how personal services are procured for the State of Mississippi.

The Mississippi State Legislature established the PSCRB to ensure that quality services are procured at reasonable prices, with terms that are favorable to the State and with limited risk of liability. The PSCRB develops the policies and procedures that ensure personal services are obtained in a competitive manner, and approves contracts in excess of \$100,000.

The PSCRB is responsible for administering standards for the issuance of invitations for bid and requests for proposals, and the award of those bids. It also oversees the consideration of costs and quality of services proposed, the contract negotiations, and the administrative monitoring of contract performance by agencies, as well as the necessary steps in terminating a contract. Administering standards for the procurement of personal or professional services through the use of emergency and sole-source contracts is also a responsibility of the PSCRB.

Confirmed Meeting Dates for FY2013 are listed below. All meetings take place at the Mississippi State Personnel Board office unless otherwise noted.

Tuesday, October 16, 2012 at 9:00 AM
Tuesday, November 13, 2012 at 9:00 AM
Tuesday, December 18, 2012 at 9:00 AM
Tuesday, January 15, 2013 at 9:00 AM
Tuesday, February 19, 2013 at 9:00 AM
Tuesday, March 19, 2013 at 9:00 AM

PSCRB Rules & Regulations

Contract Submission Portal

Preapproved Vendor Information

Invitations for Bids

Board Members

Vendor Debarment

Preapproved Vendor Lists



Miss. Code Ann. § 25-9-120 established the Personal Service Contract Review Board (PSCRB) in 1997. Pursuant to this statute, the PSCRB "may establish a preapproved list of providers of various personal and professional services for set prices with which state agencies may contract without bidding or prior approval from the board."

As the need arises, the PSCRB seeks to establish a List of Preapproved Vendors of Services for use by state agencies and entities under the purview of the PSCRB (hereafter "agencies").

This page contains links to information about the various regions, services available, and preapproved providers of those services. The page also contains links to documents which may be used when contracting with a provider on the preapproved vendor list.

If you have questions about this information, please contact Tess Funches, Director of PSCRB at 601.359.1406.

[Armed Security Services](#)

[Car Patrol](#)

[Foot Patrol](#)

[Janitorial Services Vendor List](#)

[Nursing Services Vendor List](#)

[Temporary Staffing Vendor List](#)

[Unarmed Security Guard](#)

[Vendor List](#)

[Background Screening Vendor List](#)

[Armed Security Services Contract Template](#)

(use for Car Patrol and Foot Patrol)

[Janitorial Services Contract Template](#)

[Professional Nursing Services Contract Template](#)

[Temporary Staffing Services Contract Template](#)

[Unarmed Security Guard Contract Template](#)

[Background Screening Contract Template](#)



Background Screening Services
ALL Regions

Winning bids (base price*) for all background services for **ALL REGIONS**

Vendor Name:	American Databank	Inquiries, Inc.	Scott Roberts & Associates, LLC
Base Package	\$39.95	\$46.00	\$36.75
Financial Package	\$46.95	\$52.00	\$44.00
State Fleet User Package	\$44.95	\$55.00	\$42.75
Social Security Number Validation and Trace	\$3.95	\$2.25	\$3.50
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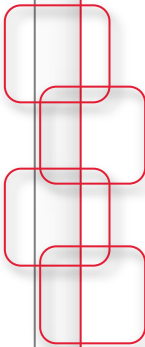
Using Preapproved Vendor Lists, cont.

- Contact the lowest bidding vendor first
- Draft and submit an unexecuted contract to PSCRB consultant for review (if necessary)
- Receive notification when contract is ready to be executed
- Submit executed contract for final staff approval

Benefits of Preapproved Vendors

- No procurement necessary
- Cost savings
- Form contracts available
- Staff approvals of contracts over \$100,000

PSCRB 3-207 PREAPPROVED VENDOR LISTS

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- Four red-outlined squares are stacked vertically on the left side of the slide, partially overlapping each other.
- Agencies select preapproved vendor for region
 - No changes can be made to scope of services
 - Contract submitted unexecuted for compliance verification
 - Staff approved after executed version submitted (if contract template used)



Levels of Purchasing

\$50,000 or less

- PSCRB Reg. 3-204.05
- Agency Head shall adopt operational procedures for these purchases, using adequate and reasonable competition

\$50,000-\$100,000

- PSCRB Reg. 3-204.03
- In so far as practical, agency needs no less than three written responses on file
- Award goes to lowest and best response

\$100,000 or more

- Procurement necessary
- Must be submitted for PSCRB approval or acknowledgement

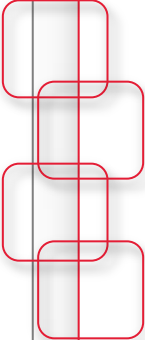


Just a Reminder



Conducting Background Screening is a legally complicated issue. Remember to ***always*** check with your agency attorney before entering into any agreement to conduct background screenings or using the results in your hiring decisions.

LEGAL COMPLIANCE

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Federal law requires a job applicant's or current employee's consent before the employer hires a third party to run background checks. If these searches are performed and the proper consent not obtained, the employer could violate the federal law and subject itself to civil penalties.

Preapproved Vendor Lists

- Temporary Staffing Services
- Professional Nursing Services
- Unarmed Security Guard Services
- Janitorial Services
- Armed Guard



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STATE PERSONNEL BOARD